**EMPLOYER EVALUATION OF STUDENT INTERN**

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_ **Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| 1 Unsatisfactory: | (Never demonstrates this ability/does not meet expectations) |
| 2 Uncomplimentary: | (Seldom demonstrates this ability/rarely meets expectations) |
| 3 Fair: | (Sometimes demonstrates this ability/meets expectations) |
| 4 Commendable: | (Usually demonstrates this ability/sometimes exceeds expectations) |
| 5 Exceptional: | (Always demonstrates this ability/consistently exceeds expectations) |

**If any criteria are not applicable to this internship experience, please circle N/A**

1. **Ability to Learn** 
   1. Asks pertinent and purposeful questions. 1 2 3 4 5 N/A
   2. Seeks out and utilizes appropriate resources. 1 2 3 4 5 N/A
   3. Accepts responsibility for mistakes and learns from experiences. 1 2 3 4 5 N/A
2. **Reading/Writing/Computation Skills** 
   1. Reads/comprehends/follows written materials. 1 2 3 4 5 N/A
   2. Communicates ideas and concepts clearly in writing. 1 2 3 4 5 N/A
   3. Works with mathematical procedures appropriate to the job. 1 2 3 4 5 N/A
3. **Listening & Oral Communication Skills** 
   1. Listens to others in an active and attentive manner. 1 2 3 4 5 N/A
   2. Effectively participates in meetings or group settings. 1 2 3 4 5 N/A
   3. Demonstrates effective verbal communication skills. 1 2 3 4 5 N/A
4. **Creative Thinking & Problem-Solving Skills.** 
   1. Breaks down complex tasks/problems into manageable pieces. 1 2 3 4 5 N/A
   2. Brainstorms/develops options and ideas. 1 2 3 4 5 N/A
   3. Demonstrates an analytical capacity. 1 2 3 4 5 N/A
5. **Professional & Career Development Skills** 
   1. Exhibits self-motivated approach to work. 1 2 3 4 5 N/A
   2. Demonstrates ability to set appropriate priorities/goals. 1 2 3 4 5 N/A
   3. Exhibits professional behavior and attitude. 1 2 3 4 5 N/A
   4. Performs work tasks according to high standards. 1 2 3 4 5 N/A

1. **Interpersonal & Teamwork Skills**

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| 1. Manages and resolves conflict in an effective manner. | 1 2 3 4 5 N/A |
| 2. Supports and contributes to a team atmosphere. | 1 2 3 4 5 N/A |
| 3. Demonstrates assertive but appropriate behavior.  G. **Organizational Effectiveness Skills** | 1 2 3 4 5 N/A |
| 1. Seeks to understand and support the organization’s mission/goals | 1 2 3 4 5 N/A |
| 2. Fits in with the norms and expectations of the organization  H. **Basic Work Habits** | 1 2 3 4 5 N/A |
| 1. Reports to work as scheduled and on time | 1 2 3 4 5 N/A |
| 2. Exhibits a positive and constructive attitude | 1 2 3 4 5 N/A |
| 3. Dress and appearance are appropriate for this organization | 1 2 3 4 5 N/A |